



JOB OPPORTUNITY

CALIFORNIA STATE DEPARTMENT OF INSURANCE

STAFF SERVICES MANAGER I (SUPERVISOR)

\$5,311 - \$6,598

HUMAN RESOURCES MANAGEMENT DIVISION

SACRAMENTO

(PENDING BUDGET APPROVAL)

RESPONSIBILITIES:

Under the general direction of the Personnel Operations Manager (Staff Services Manager II) of the Human Resources Management Division (HRMD), the Staff Services Manager I directs the work and oversees the Classification and Pay (C&P) Unit within the HRMD; provides consultative services to departmental management; serves as a subject matter expert; performs the work associated with the most difficult, high-level, and sensitive human resources related issues; and oversees the development of relevant policies and procedures. Specific duties include:

- Coordinates, oversees, and provides the guidance necessary to staff in the C&P Unit.
- Performs studies and makes recommendations for the solution of classification and compensation issues including review and approval of all Requests for Personnel Actions (RPAs), hiring above minimum, out-of-class assignments, and training and development assignments.
- Works closely with the Health and Safety Unit and Labor Relations Unit on issues that have medical or labor implications.
- Develops and maintains effective working relationships with managers, supervisors, and employees; provides information and advice to managers and supervisors in understanding and carrying out their personnel management and training responsibilities; advises and assists managers and supervisors in identifying and solving personnel management issues.

DESIRABLE QUALIFICATIONS:

Extensive knowledge and experience in human resources activities including demonstrated ability to effectively supervise and motivate staff; ability to oversee the development, implementation and administration of the Department's human resources activities; skill in analyzing complex personnel problems; experience in developing and maintaining various programs under the HRMD; effective presentation and communication skills both verbal and written. Specific desirable qualifications include:

- Extensive knowledge and experience in C&P including; RPAs, CEA and exempt packages, and specification revisions, Board Items.
- Knowledge and experience in human resources selection and recruitment.
- Excellent leadership, organizational and time management skills.
- Skill in analyzing complex personnel problems.
- Knowledge of SPB and CalHR laws, rules, and regulations as they pertain to human resources activities.
- This position requires the incumbent maintain consistent and regular attendance.

080715TF

DO NOT SUBMIT APPLICATIONS TO CalHR

AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.



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STATEMENT OF QUALIFICATIONS:

All interested candidates must submit a completed standard State of California application and a "Statement of Qualifications" in order to be considered for this position. The Statement of Qualifications is a narrative discussion of your education, training, experience, and skills as it relates to the desirable qualifications listed above. The Statement of Qualifications serves as documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than two pages in length.

Resumes do not take the place of the Statement of Qualifications. Applicants who fail to submit the Statement of Qualifications will be eliminated from the selection process.

WHO MAY APPLY:

Applications will be accepted from current State employees at the Staff Services Manager I level, those within transfer range, or individuals who have list eligibility. Training and Development Assignments may be considered. All applications will be reviewed; however, only the most qualified candidates will be interviewed. Applicants currently on SROA lists or employed by a surplus department are encouraged to apply. ***All applicants must clearly indicate the basis of their eligibility (i.e. SROA, surplus, reemployment, reinstatement, transfer, or list eligibility) on the state application.***

APPLICATION PROCEDURE: Please mail a completed standard [State Application STD 678](#) to Elizabeth Reyes, Department of Insurance, Human Resources Management Division, 300 Capitol Mall, Suite 1300, Sacramento, CA 95814. **PLEASE INDICATE "Staff Services Manager I, PSN # 413-191-4800-001" ON THE STATE APPLICATION.** APPLICATIONS RECEIVED WITHOUT THE ABOVE INFORMATION MAY NOT BE CONSIDERED FOR REVIEW. **DO NOT EMAIL APPLICATION.** **Applications must be postmarked by the final filing date to be considered.** For additional information, please call (916) 492-3310 or email – Elizabeth.Reyes@insurance.ca.gov

FINAL FILING DATE: Friday, August 21, 2015 – Close of Business (5:00 p.m.)

NOTE: Interested Individuals, including list eligibles, must submit applications in order to be considered for this position. Possession of minimum qualifications will be verified prior to interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application will be forwarded to CalHR and the applicant's name may be removed from the eligibility list. If you are applying for more than one recruitment, a separate State Application (STD 678) is required for each recruitment for which you would like to be considered.

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